

Middlesex County Board of Chosen Freeholders

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Middlesex County Office of Cultural & Heritage

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732.745.4489 (Voice)

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www.co.middlesex.nj.us

History Grants 2015-2016

Guidelines & Instructions for the Grant Cycle

July 15, 2015 to June 15, 2016

Middlesex County Board of Chosen Freeholders

New Jersey Historical Commission

Middlesex County Cultural & Heritage Commission

703 Jersey Avenue, New Brunswick, NJ 08901-3605

Voice 732.745.4489, TTY users only 732.745.3888

Applications are due on or before

Midnight Friday, June 19, 2015

To apply, go to our website www.co.middlesex.nj.us

Search History Services and Grants



Grant Writing Workshop

Tuesday, June 2, 2015, 5:30 pm

East Jersey Olde Towne Village

1050 River Road, Piscataway

To register for the workshop

Please contact us at 732.745.4489

or culturalandheritage@co.middlesex.nj.us

Grant Application Timeline

Friday, June 19, 2015 – Midnight

Grant Applications are due

Wednesday, June 24, 2015

Signed Signature Page is due

July 2015

Panel Sessions are convened

September 2015

Grants awarded

October 2015

Grant Contracts are due

First Payment will occur approximately 30 days

After successful completion of contract and payment vouchers

What History Grants are Available?

The Middlesex County Office of Cultural & Heritage is pleased to offer the following grants for 2015/2016:

- Project Grants
- Technical Assistance Grants
- Staffing Grants

History Grants may be requested for:

- Programs Relating to the history of New Jersey and its peoples
- Staffing Needs
- Technical Needs
- Publications/Research
- Oral History

Examples of Funded History Projects

- **Original Research** for and preparation of nominations to the National or New Jersey Register of Historic Places or research in connection with historic preservation projects.
- **Oral History** documenting the experiences of veterans, new immigrants and voices of people previously not heard (women and diverse communities) and the costs of transcriptions.
- **Publications** – Research to prepare, write, edit and print.
- **Public Programming**, such as lectures on local or New Jersey history, exhibitions of New Jersey or local history, symposia.
- **Educational components of commemorative events**
- **Research Tools** – Indexes, cemetery locators, collective regional resources and databases available to the public.
- **Digital Media** – Digitization projects of historic material not available at other depositories.
- **Conservation/Preservation of Historic Materials** – Manuscripts, books, clothing, furniture, photographs, film and video. Archival materials to conserve documents or images.

What groups are eligible?

Type of Organization	Project	Staff	Technical Assistance
Historical Societies/Historical Commissions	X	X	X
Preservation Groups/Cemetery Preservation Groups	X	X	X
Historic Sites/Museums	X	X	X
Libraries	X		
Departments of Parks & Recreation/ Other Municipal Groups	X		
Human Relations Groups/Civic Groups	X		
Community Organizations/Other Cultural Groups	X		
Arts Commissions/Celebratory Commissions	X		

Organizations must be non-profit or municipal agencies based in Middlesex County. Only activities taking place in Middlesex County are eligible for funding. Organizations may apply for ONE GRANT ONLY.

HISTORY PROJECT GRANTS (Cash Match Required)

Request between \$1,000 and \$3,000

A project has a specific start and end date – it will rarely extend for 12 months. A project is narrowly focused, with a definitive goal or theme. A project happens once, although an annual event is acceptable, such as a festival or holiday program. A project may be a series of lectures or presentations, if this series is integrated by a narrow theme.

Projects must increase access to New Jersey history and expand upon the knowledge of New Jersey history or improve management of local history groups.

Priority will be given to History Projects that:

- Represent non-traditional collaborations
- Newly interpret local history to include women and/or diverse populations
- Serve culturally diverse populations and disabled constituents
- Reach underserved population segments
- Present New Jersey history through more innovative projects and approaches
- Engage young people in the process of historic interpretation or critical thinking

HISTORY TECHNICAL ASSISTANCE (TA) GRANTS (Cash Match Required)

Request between \$1,000 and \$3,000

Use the **Project Application Form** to complete a TA Grant

Technical Assistance funding is available for groups that wish to strengthen their management skills, improve board functions, undertake long-range planning with a consultant, or to conserve documents or artifacts. It is suggested you speak with the History Services Coordinator at 732-745-4171 or contact michael.moran@co.middlesex.nj.us to discuss the application.

HISTORY PROJECT/TECHNICAL ASSISTANCE (TA) GRANTS

Grant Funding Allowable Uses

- Honoria to historians, researchers, consultants, speakers and guest curators
- Photo reproduction of images for exhibition or display
- Costs to mount an exhibition
- Development and printing of promotional materials to advertise your event, ads placed in local press
- Supplies when directly related to your project
- Supplies for conservation (Historic artifacts or documents)
- Postage, telephone, online marketing when directly related to your project (May not be used to fund Internet service.)
- Marketing and graphic design costs for a publication, an educational brochure or monograph, or promotional materials
- Research toward a publication or public program that you clearly describe in the grant application
- Digitization of material not already readily accessible to the public online through another institution
- Planning consultant
- Archival boxes*
- Acid-free storage items and Acid-free papers*
- Hiring a conservator to help preserve an item*

*If you are dealing with collection issues, the Commission may recommend a professional assessment of the collection and care needs, through a free service called the Caucus Archival Projects Evaluation Service (CAPES). Once an evaluation is made, grant funding can be used to follow the recommended conservation plan.

Grant Funding Disallowable Uses

- Re-enactors or actors for historic re-enactments
- Coloring books, cook books or calendars
- Construction, erection or restoration of monuments, preservation of gravestones, commemorative plaques or statues
- Work or time of your board members, even when they are speakers, docents, contributors to a publication or curators, or for any other service
- Equipment or items with a life of 3 years or more
- Supplies for everyday activities of your group
- Maintenance, restoration or renovations
- Deficits or losses from other events or projects
- Research when there is not an obvious public benefit
- Scholarships, prizes or awards of any kind
- Purchase of historic artifacts or replicas
- Food, refreshments or other hospitality costs
- Any project or part of a project that is already completed

STAFFING GRANTS (Cash Match Required)

Request between \$1,000 and \$3,000

Staffing grants are available to non-profit history museums, historic sites, historical societies, preservation groups and local historical commissions. Funded staff must work solely for the purpose of history or preservation. Minor expenses relating to the staff activities may be charged to the staffing grant.

Allowable Uses

- Director
- Publicist
- Curator
- History Educator
- Volunteer Coordinator
- Coordinator of Public Events
- Docents
- Membership Coordinator

A staffing grant may be used to fund one position per applicant. However, you may hire more than one person to perform docent or tour guide functions over the course of one year, if you can demonstrate the staff will add hours of public access to your site. Special circumstances may be discussed with the History Services Coordinator.

Priority will be given for Staffing Grants that:

- Increase the hours of operation of your historic site
- Enhance your ability to educate the public about New Jersey and improve access to New Jersey history
- Result in efforts to increase your audience and in particular an audience from diverse communities
- Hire minority staff or persons who are disabled
- Employ the highest quality historians, humanists, archaeologists, preservationists, archivists and librarians for staffing duties

Allowable Activities May Include

- Management of the organization
- Financial duties
- Press and media responsibilities
- Development of brochures, public relations
- Tour guide functions
- Long-range or project-based planning
- Report writing
- Conservation of documents of artifacts
- Registrar duties

Or a Combination of the above

Disallowable Activities Include

- Coordinator of fundraising events
- Artists or graphic artists
- Consultants, as these are not staff
- Board members, even if they perform staff functions
- Equipment of any kind
- Food or refreshments
- Travel expenses, conferences, meetings
- Students as “staff” with the exception of docent services when the person to be hired is over 18 years of age.

Under no conditions may you hire minors with grant money

Budget Requirements for All Grant Types

Grants are intended to enhance a History Project or access to historic sites, education or programming, but cannot be used to underwrite the entire cost. Therefore, your organization is required to expend organization funds on the project or staffing needs as a cash match.

Cash Match Requirements

Project/Technical Assistance Grants

- Organizations with an annual budget of \$5,000 or less should provide a cash match equal to 25% of the grant amount. (i.e. an organization requesting \$2,000 must contribute at least \$500)
- Organizations with budgets of \$5,001 or more must provide a cash match equal to 50% or more of the grant amount. (i.e. an organization requesting \$2,000 must contribute at least \$1,000)

The balance would be In-Kind. See In-Kind booklet for help with values.

Staffing Grants

All Staffing Grants require a cash match of 25%.

County and State funding – Can my group receive both?

- Organizations may not receive grants from both the Middlesex County Cultural & Heritage Commission and the New Jersey Historical Commission in the same funding cycle.
- Middlesex County will not accept applications from groups also applying to another county Cultural and Heritage Commission.

Middlesex County Arts and History Funding

Groups are eligible to receive both an arts grant and a history grant from the Middlesex County Cultural and Heritage Commission. However, organizations may not use those grants to pay for the same project.

Legal Compliance

Applicable Law

Grantees must comply with all applicable state and federal laws, and will be required to agree to the same in their grantee contract. Grantees shall maintain good standing with all state and federal filings, as required by law.

American with Disabilities Act (ADA)

The ADA law was enacted more than 20 years ago and applies to you! ADA is civil rights legislation. If you are not in compliance with the law, you are denying a person with a disability their civil rights. **Historic sites are not exempt from ADA compliance. All grantees must be ADA compliant.**

How to Submit an Online History Grant

1. To apply, visit **www.co.middlesex.nj.us**. Click on the How Do I? tab and click on History Grants in the **Apply For** category (add this link to your favorites for easy access.)
2. **Returning applicants:** Please maintain the same account from year to year and just login.
3. **For new applicants:** Click sign-up to register and create a password. Check your email and confirm registration. Begin a new application for the 2015-2016 cycle.

Important Online Settings/Information

Browser Settings

- Internet Explorer 8 or higher is recommended. The application is also compatible with Chrome, Safari and Firefox.
- Set your browser to “accept cookies” as this feature must be activated to complete all forms. You can always return to your preferred settings once the grant is submitted.
- If a window pops up on your computer screen that asks whether to “allow all content” or only allow “secure content,” you must click “allow all content.”

Password Access

- If you wish for more than one person to work on the grants (for instance, the treasurer of your group to complete the budget section), then you must use the same password.

Application Process

- Online application will request your Organization’s FEIN/EIN Employer Number to verify your non-profit status.
- For narrative questions, you may copy text from a Microsoft Word document and PASTE the text into the narrative boxes. This feature is for TEXT only.
- Saving your work is done automatically for you when you navigate from one page to the next.
- Be sure to click ‘save and exit’ in order to save your work and go back to the documents at another time.
- All supporting documents will be uploaded as PDF documents. Follow instructions in the forms.
- You will receive an email acknowledging the receipt of your application.
- Print a copy of the receipt for your files as a record of your application.

Application Signature Page: Print and Mail

- Print **one copy of the signature page**, obtain the appropriate signature and mail this to the Commission. It **must be postmarked no later than Wednesday, June 24, 2015**. This is the only item to be submitted in hard copy.

Middlesex County History Grant Timeline & Process

Local Groups Attend Grant Writing Workshop/Clinic – 5:30 p.m. June 2, 2015

The Commission holds a workshop and clinic to help potential applicants through the grant process.

Submit Applications Online – by Midnight, June 19, 2015

No paper applications are accepted. Applicants will be required to enter their FEIN/EIN Employer Identification Number. You will upload supporting documents, such as resumes or publications, into the application.

Grants are Reviewed – July/August 2015

Grants Awards are Announced September 2015

Middlesex County Office of Cultural & Heritage staff will determine your organization's eligibility for funding based upon successful completion of an application, past performance and incorporation status. A panel of independent professionals, with high quality expertise in history fields, will evaluate your proposal. The panel of history professionals and the Middlesex County Cultural & Heritage Commissioners prepare recommendations for review by the Middlesex County Board of Chosen Freeholders, which approves all grants.

Award Letters – September/October 2015

An award letter will be mailed to you with a copy of the panel's comments and stipulations for funding. A revised budget may need to be submitted if we are not able to fund your entire request.

Contracts – September/October 2015

A contract for your grant award with processing instructions will be emailed to your organization. When your signed contract is received by the History Services Coordinator, it will be forwarded to the Clerk of the Board and the Freeholder Director for signature.

Payments

Miscellaneous Payment Vouchers will be issued and emailed to your organization. Payment will be issued in two installments. First payment, 75% of the award, will be issued approximately 30 days after successful completion of the grant contract with a signed Miscellaneous Payment Voucher. The second and final payment, 25% of the award, will be issued following the successful completion of a final report with a signed Miscellaneous Payment Voucher.

Legal Notice

Liability

Middlesex County and the Middlesex County Cultural and Heritage Commission shall not be held liable for work it has funded that is plagiarized or fraudulent or which contains inaccurate historical content. Middlesex County and its staff shall not be held liable for the safety, security or comfort of persons participating in funded events. An award of a grant does not constitute the endorsement of the final product by Middlesex County Cultural & Heritage Commission. Grantees and their boards shall be held liable for any and all of the aforementioned and must carry proper insurance that names the County of Middlesex as "additional insured."

Credits

In all media announcements and printed materials, such as websites, newsletters, brochures, posters, invitations, monographs, books, press releases, flyers, podcasts, video, TV whether broadcast or cable, radio PSAs – you must credit the ***Middlesex County Cultural and Heritage Commission, the Middlesex County Board of Chosen Freeholders and the New Jersey Historical Commission/ A division of the Department of State***. Local and state officials have supported your efforts – please recognize their assistance with proper credits as seen below and **NO smaller than 10-point type!**

Grant funding has been provided by
Middlesex County Cultural & Heritage Commission
Middlesex County Board of Chosen Freeholders
Through a grant provided by the New Jersey Historical Commission,
a division of the Department of State

On-Site Evaluations

An on-site evaluation will be conducted for each of our grant recipients by a member of our staff, our Board of Commissioners, or by an evaluator hired for this purpose, assessing quality, public response and ADA compliance. A Project Change Form will be provided to organizations to report changes in dates, locations or staff. Groups approved for funding must attend at least one (1) Technical Assistance Workshop during the grant cycle in order to strengthen your skill set and knowledge base.

Final Report – Filed by June 20, 2016

A final report is required for all grant recipients and must be filed by June 20, 2016. Final payment will not be issued without a final report, and a final report is mandatory for groups planning to apply for the 2016-2017 grant cycle.